



**GREYSTONE
COLLEGE**
PART OF THE ILSC EDUCATION GROUP

DIPLOMA

PROGRAM LENGTH

26 weeks

ENTRY REQUIREMENT

- Students who are interested in attending Greystone College must have completed (graduated from) their final year of general schooling or GED, or have mature student status.
- International students must demonstrate an Intermediate 2 level of English with Greystone's online written test and speaking interview. The online written test is exempt if CLB6, IELTS 4.5 or ILSC Intermediate 2 is presented.
- Completion of the Diploma in Office Administration is recommended.
- If an applicant fails to meet the minimum requirements, they cannot be waived by either the institution or the student.

2014 START DATES

Jul 14, Aug 11, Sep 8, Oct 6, Nov 3, Dec 1

PROGRAM SCHEDULE

Students will benefit from qualified instructors with years of experience in the industry.

TIME	MON–THURS	FRI
9:00 AM–12:00 PM	Class	
12:00–1:00 PM	Lunch	No class
1:00–2:30 PM	Class	

2014 FEES

Registration fee: \$125
Material fee: \$500
Tuition: \$8,190

All fees are in Canadian dollars.

DIPLOMA IN ADMINISTRATION IN BUSINESS

AVAILABLE IN
VANCOUVER

- Gain a solid foundation in administration skills for business and prepare for entry into the world of business
- Improve key skills needed for success in a business environment such as communication, teamwork, prioritizing and problem solving
- Programs taught by industry professionals and highly-qualified instructors
- Develop soft skills sought by today's employers

PROGRAM DESCRIPTION

The Administration in Business Diploma provides learners with a diverse range of skills and knowledge. Students will cover a range of topics to prepare them for a variety of business industry positions such as customer service advisor, clerical worker, data entry operator, information desk clerk, office junior, receptionist and more. Students will develop the technical skills they need for business, as well as critically important soft skills, like communication and teamwork, that employers seek.

Successful graduates of the program will be able to apply a broad range of competencies in varied work contexts, using some discretion, judgment and relevant theoretical knowledge. They will be able to provide technical advice and support to a team.

DIPLOMA IN ADMINISTRATION IN BUSINESS COURSES

CORE PROGRAM COURSES	LENGTH	DESCRIPTION
Contribute to Effective Workplace Relationships	4 weeks	In this workplace-centered course, students will learn how to gather information and maintain effective working relationships and networks, with particular focus on developing communication skills and understanding how to best represent an organization's goals, values and culture in daily interactions.
Organize Personal Work Priorities and Development	4 weeks	In this workplace-centered course students will learn to efficiently organize their own work schedules, to monitor and obtain feedback on work performance, and to maintain required levels of competence.
Write Basic Documents	4 weeks	In this workplace-centered course, students will learn how to plan, draft, review and finalize basic documents.
Customer Relationship Management	4 weeks	In this workplace-centered course, students will learn how to identify customer needs and monitor service provided to customers to ensure customer satisfaction.
Teambuilding Skills and Innovation	4 weeks	In this workplace-centered course, students will learn how to be effective and proactive members of an innovative team.
Document Design and Production	4 weeks	In this workplace-centered course, students will learn how to design and produce various business documents and publications. Students will become familiar with selecting and using a range of functions on a variety of computer applications.
Job Search Preparation	2 weeks	In this course, students will prepare for finding work in the Canadian workplace. Students will focus on defining their future goals and career aspirations, and will learn how to write effective resumes and cover letters, interview basics, and what employers are looking for. Students will complete the course feeling prepared to find work in their new field.



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